

THE INCORPORATED SOCIETY OF PLANTERS
VISION AND MISSION STATEMENT CONTEST

Introduction

The Incorporated Society of Planters is organising Vision and Mission statement contest. We would like to open this contest for **ISP members in benefit only**.

What is a Vision statement?

A vision statement describes what a company desires to achieve in the long-run, generally in a time frame of five to ten years, or sometimes even longer. It depicts a vision of what the company will look like in the future and sets a defined direction for the planning and execution of corporate-level strategies.

What is a Mission statement?

A mission statement is a short statement of an organization's purpose that:

- Identifies the scope of its operation
- Identifies what kind of products or services it provides
- Identifies its intended audience
- Identifies what values it adheres to.

It may also include a short statement of such fundamental matters as the organization's philosophies; its main competitive advantages, and the desired future state, or "vision." More than a description of the organization, the mission statement is an expression. It is made by its leaders, of their desires and intentions for the organization.

Objectives for having Vision and Mission in the society

1. Added values to the society
2. Communicating purpose to stakeholders
3. To determine the society's direction
4. To focus on the society's future
5. To provide templates for decision-making
6. To welcome helpful change
7. To shape strategy
8. To facilitate evaluation and improvement

Guidelines on how to write Vision & Mission statement for The Incorporated Society of Planters

How to Write Vision Statement?

- Aspirational in that it's about the society's goals. Once you achieve your vision, you'll need to write a new vision statement.
- Motivational in that it provides a reason for the existence of the society.
- Project five to ten years into the future.
- Determine the society's purpose and position as an organization.
- Describe what success looks like for the society.
- Consider the society type and structure.

- Describe a measurable goal.
- They should be short - two sentences at an absolute maximum. It's fine to expand on your vision statement with more detail, but you need a version that is punchy and easily memorable.
- Keep it simple enough for members and non-members of the society to understand. No technical jargon, no metaphors, and no business buzz-words if at all possible.
- Project five to 10 years in the future.
- Dream big and focus on success.
- Use the present tense.
- Infuse it with passion and make it inspiring.
- Align it with the society's values and goals.

How to Write Mission Statement?

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Eligibility

The Contest is open to all The Incorporated Society of Planters' members (members-in-benefit). The ISP/ISPM Board of Directors, Members of the Library Committee and the Secretariat are prohibited to participate.

Submission Requirements

Eligible Participants are allowed to submit only one (1) entry for each Vision and Mission. To participate, eligible participants must comply with each of the following:

- i) Vision statement submission should not be more than 20 words
- ii) Mission statement submission should not be more than 35 words
- iii) Eligible Participants MUST provide their Full Name, Identity Card number, membership number, valid Contact Number and Email address (Incomplete entries will not be considered).
- iv) Each submission will be tied to one Eligible Participant. In the event that a group works together on a submission, the submission will be entered under the name of a primary participant.
- v) All entries must be the Eligible Participants' original works and no part or component thereof is copied from any other work or material.
- vi) Entries must not contain or reference any names, products or services of any company or entity or any third-party trademarks, logos, trade dress or promotion of any brand, product or services (other than the Organiser's).
- vii) Entries that are lewd, obscene, sexually explicit, pornographic, disparaging, defamatory, libellous, illegal, offensive, or otherwise contain inappropriate content or objectionable material should not be submitted and the Organiser reserves the right to remove or demand the eligible participant to remove such entry at any time at the Organiser's sole discretion.

- viii) By submitting the entries, the producers and owners of the entries are to grant the Organiser exclusive rights of the copyright to use the entries or material submitted for library, promotional, or commercial use globally.
- ix) All costs and expenses in connection with the production of the entry and the participation of this contest shall be fully borne by the Eligible Participants.
- x) Entries will be judged equally based on (A) Creativity; (B) Originality; and (C) Appropriateness. Judges' decision is final, conclusive and binding. No further appeal, enquiry and/or correspondence will be entertained.

Format of the vision and mission submission

The format should be in written words. Submission can be made with any wording software much preferably Microsoft Word or PDF.

How to submit

All complete entries MUST be submitted to the following address by **5.00pm on 20 April 2020**:

(Attn to: The Chief Executive)
Suite 3A01, Level 3A, PJ Tower
Amcorp Trade Centre
18 Persiaran Barat
46050 Petaling Jaya
Selangor Darul Ehsan.

Monday to Friday from 8.00 am to 5.00 pm

Alternatively, you may send your complete entries via email to isphq@isp.org.my. All submission must comply with the submission requirements.

Prizes

The prize winners will receive the following:

1st Prize – RM 3,000

2nd Prize – RM 2,000

3rd Prize – RM 1,000

The Organiser reserves the right at its absolute discretion to substitute any of the prizes with alternative prizes of similar value, at any time without prior notice. All prizes are given on an "As is" basis and are not exchangeable or sold for cash, credit, other items or voucher in part or in full and are non-transferable to any other person.

Eligible Winners

The eligibility to win the Contest is on the condition that Eligible Participants fully comply with the Terms and Conditions as stated herein.

Incomplete entries and/or the failure to fulfil all or any of the Terms and Conditions will automatically disqualify the Eligible Participants from the Contest without prior notice.

The Top 3 best submissions as determined by the judges in their sole discretion will be judged for its ranking of the prizes. The judges' decision is final, conclusive and binding.

Eligible Participants may submit more than one (1) entry but only one (1) prize will be given for each of the Top 3 prize winners.

Announcement of The Winners

The winner of the contest will be notified through email. The date, time and venue of the prize presentation is at the sole discretion of the Organiser. However, the Organiser reserves the right to change the venue, time and date of such presentation without prior notification.

You may participate as an individual or in a group. Group submission enables you to have one submission per group and the submission shall be made by the Primary Entrant of the group. For group winner, the prize will be rewarded to the Primary Entrant and it will be the responsibility of the Primary Entrant to distribute the prize.

All entrants are subject to the terms and conditions stipulated by the Organiser and shall take full responsibilities for any injuries, damages or claims as a result of or arising from their participation in the contest and/or usage/collection of the prize. All related costs/expenses such as transportation, accommodation, personnel cost, etc. incurred as a result of participating in the contest shall be borne by the entrants and the winners.

Contest Terms & Conditions

1. The Contest starts from 26 February 2020 and the closing date for submission is by 20 April 2020. Entries received after 5.00pm on 20 April 2020 or are damaged, corrupted, incomplete or illegible will not be accepted and will be disqualified.
2. By entering a contest entrant accept these terms and conditions together with any specific instructions and terms for such contest which may be mentioned in any electronic messages, or on the website, or communicated to entrants in any other way ("contest information"). Such contest information shall prevail in the event of there being any inconsistency between these contest terms and conditions and any contest information.
3. The Incorporated Society of Planters may cancel or amend any contest, contest information, or these terms and conditions without prior notice. Any changes will be posted either within the contest information or these terms and conditions.
4. The contest is open to all The Incorporated Society of Planters members in benefit only. The Incorporated Society of Planters reserves the right to select an alternative winner. Only ISP member in benefit is eligible for this contest. Employees of The Incorporated Society of Planters and ISP MANAGEMENT (M) SDN BHD is not allowed to enter this contest.
5. Any entries received before the opening and after the closing of the contest will be invalid and will not be entered into the contest.
6. The Organiser will not be responsible or liable for any loss in connection with the Contest, including, but not limited to the following:
 - i. Any problem, loss or damage of whatsoever nature suffered by any party due to any delay and/or failure in receiving and sending the entry as a result of any network, communication or system error, interruption and/or failure experience by the participating internet line and/or resulting from participation or the downloading of any materials in the Contest. In the event of such error, interruption and or failure, the Organiser will not be responsible or liable for any failure by any Eligible Participant to participate in the Contest at any time.
 - ii. Any problems, expenses, damages, losses, suits and claims of whatsoever nature against any Eligible Participants that may arise from or in connection

with their participation in the Contest and/or display of Eligible Participants' entries.

- iii. Any error (including error in notification of Contest winners), omission, interruption, deletion, defect, delay in operation or transmission, internet line failure, theft, destruction of, or unauthorized access to entries, PC hang whether or not arising during operation or transmission as a result of server functions, virus, bugs or other causes outside its control.
7. The Organiser reserves the absolute right to disqualify any individual that it determines to be tampering with the entry process or the operation of the Contest, to be acting in breach or potential breach of this Contest's Terms and Conditions.
8. The Organiser reserves the right to cancel, modify suspend or delay the Contest in the event of unforeseen circumstances beyond its reasonable control.
9. By participating in this Contest, all Eligible Participants hereby warrant that all statements of personal details given are true, correct, accurate and complete and that they have read and understood all the Terms and Conditions of this Contest and agree to be unconditionally bound by it.
10. By participating in this Contest, all Eligible Participants agree to defend, indemnify and hold the Organiser harmless from and against any suits, claims, losses, damages and expenses, including reasonable legal fees that may be arise from or in connection with the Contest.
11. The Organiser reserves the right to change, amend, delete or add to any of these Terms and Conditions without prior notice and the Eligible Participants will be bound to such changes.
12. Any Terms and Conditions applicable to this Contest which is illegal, prohibited or unenforceable under any law or regulation shall be ineffective to the extent of such illegality, voidness, prohibition or unenforceability without invalidating the remaining provisions.
13. For further enquiries, please call The Incorporated Society of Planters at + 603-7955 5561(Attn: Khairi) or email to isphq@isp.org.my